



Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, August 5, 2019
6:30 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on Minutes from July 15, 2019
3. Discussion and Possible Action on Claims in the amount of \$376,216.10
4. Discussion and Possible Action on Approving the Operator License applications submitted by Maxwell Dotseth and Jessica Svien.
5. Discussion and Possible Action on Approving the Amusement Device License application submitted by Gary Anderson, Twin States.
6. Discussion and Possible Action on Approving funds in the amount of \$14,953.54 from the 2019 Sidewalk Capital Improvement fund for installation of steps for access to Prospect Park
7. Discussion and Possible Action on Approving the reallocation of funds from the 2019 Street Maintenance Capital Improvement Fund in the amount of \$15,000 for the purchase of spray patch materials
8. Discussion and Possible Action on Approving the use of funds from the 2019 Street Maintenance Capital Improvement fund in the amount of \$11,900 for the Letter of Engagement with Bolton and Menk for the development of plans and specifications to reconstruct Walnut Street from 1st Street to the Bridge
9. Discussion and Possible Action on Approving the purchase of a used pickup truck up to \$15,000 with funding from the 2019 Public Works Equipment Capital Improvement fund.
10. Discussion and Possible Action on Approving an LOE with SEH on 11th Street Bridge Expansion Study
11. Discussion and Possible Action on Approving an LOE with SEH on Vine Street Safety/Prelim Options - \$18,300
12. Discussion and Possible Action on Approving an LOE with SEH on Carmichael Road Concept (Vine to Coulee) - \$40,000
13. Discussion and Possible Action on Approving an LOE with A/ca on Assessment Mapping Project
14. Discussion and Possible Action on renewing the National League of Cities Membership.
15. Discussion and possible action on a chosen firm to serve as the City's consulting firm for the Comprehensive Plan 2030 Update.
16. Discussion and Possible Action on the sale of St. Croix EMS Vehicles and Equipment
17. Items for Future Agendas
18. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on August 2, 2019.

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Monday, July 15, 2019

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:32 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Joyce Hall and Randy Morrisette II.

ABSENT: Alderperson Bill Alms

OTHERS PRESENT: Cathy Munkittrick, Jim Webber, Alison Egger, Mike Mroz, Mike Johnson, Jennifer Rogers, Geoff Willems, Scott St. Martin, Sarah Atkins Hoggatt and others.

MINUTES: MOTION by Hall, second by Morrisette, to approve the minutes of the June 17, 2019, Finance Committee meeting. Ayes (3). MOTION CARRIED.

CLAIMS: MOTION by Morrisette, second by Hall, to recommend the payment of the following claims:

COUNCIL CLAIMS – July 15, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	599,679.78	251,489.42	851,169.20
235	Room Tax & Comm Subs	6,792.77		6,792.77
280	Park Dedication Fees	6,681.50		6,681.50
416	TID 1-6	4,090.83		4,090.83
451	2017 & 2018 Cap Projects	39,170.03		39,170.02
452	2019 & 2020 Cap Projects	251,889.29		251,889.29
620	Parking	5,667.13	3,208.47	8,875.60
630	Ambulance	73,256.67	68,100.29	141,356.96
640	Storm Sewer	12,437.87	3,810.43	16,248.30
Totals		\$999,665.87	\$326,608.61	\$1,326,274.48

Ayes (3). MOTION CARRIED.

TEMPORARY OPERATOR'S LICENSES: MOTION by Morrisette, second by Hall, to recommend approval of the issuance of Two (2) Temporary Operator Licenses for August 1, 2019 from 6:00 pm to 9:00 pm to: Glorinda Adrian and George Moore contingent on payment of any outstanding debt owed to the City and successful completion of a background check. Ayes (3). MOTION CARRIED

OPERATOR'S LICENSES: MOTION by Hall, second by Morrisette, to recommend approval of the issuance for renewals for Nine (9) Regular Operator Licenses for the period of July 16, 2019 to June 30, 2021 to: Suzanne Dettemann, Daniel Ginal, Cody Hansen, Samantha Nerby, Lori Papineau, Kevin Proschwitz, Marissa Sullivan, Trisha Wenzel, and Salena White contingent on payment of any outstanding debt owed to the City and successful completion of the background check and the issuance of Seven (7) Operator Licenses for the period of July 16, 2019 to June 30, 2021 to: Frances Culbertson, Sharon Flannery, Wilson Gauper, Kara Martin, Jamie Stockholm, Benjamin Toley, and Lisa Williams contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (3). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Monday, July 15, 2019

TAXICAB LICENSE: MOTION by Hall, second by Morrisette, to recommend approval of the issuance of Taxi Licenses for the period of July 16, 2019 to June 30, 2020 to: Magena SMV Transport to operate two vehicles listed on their application, contingent on the receipt of the required certificate of insurance, receipt of taxi cab inspection report for each of the two vehicles in operation, payment of any outstanding debt owed to the City and successful completion of a background check. Ayes (3). MOTION CARRIED

TAXICAB DRIVER'S LICENSES: MOTION by Hall, second by Morrisette, to recommend approval of the issuance of Taxi Driver's Licenses for the period of July 16, 2019 to June 30, 2020 to: Robert Mabeya and Jerry Matejka contingent on a successful background check and payment of any outstanding debt owed to the City. Ayes (3). MOTION CARRIED

SECONDHAND ARTICLE DEALER LICENSE: MOTION by Hall, second by Morrisette, to recommend approval of Secondhand Article Dealer for the period of July 16, 2019 to December 31, 2019 to Hunter Bjorkman for an ECOATM which will be located at 2222 Crestview Drive (inside Walmart 1365) contingent on payment of any outstanding debt owed to the City and successful completion of a background check. Ayes (3). MOTION CARRIED

SECONDHAND ARTICLE DEALER LICENSE: MOTION by Hall, second by Morrisette, to recommend approval of the renewal of Secondhand Article Dealer for the period of July 16, 2019 to December 31, 2019 to The Old Coin Shop located at 521 2nd St. contingent on payment of any outstanding debt owed to the City and successful completion of a background check. Ayes (3). MOTION CARRIED

OPERATOR'S LICENSE: MOTION by Morrisette, second by Hall, to recommend denial of the Operators License for the Period of July 16, 2019 to June 30, 2021 to Ryan Reyes due to the substantially relevant controlled substance felony conviction in 2018 for a violation of Wis. Stat. 961.41 (1) (H) (2) regarding manufacture/deliver THC more than 200-1000 grams. Ayes (3). MOTION CARRIED

BUDGET ADJUSTMENT: MOTION by Hall, second by Morrisette, to recommend approval of a budget amendment to transfer \$15,000 from Unreserved Funds to cover expenses incurred with the SCADA project. Ayes (3). MOTION CARRIED

BUDGET ADJUSTMENT: MOTION by Hall, second by Morrisette, to recommend approval of a budget amendment to transfer \$33,620 from Unreserved Funds to cover expenses incurred for the 2019 Sewer Rate Study. Ayes (3). MOTION CARRIED

AWARDING OF CONTRACT: MOTION by Hall, second by Morrisette, to recommend approval to award contract to Albrightson Excavating, Inc. in the amount of \$126,058 for the Storm Sewer Repair. Ayes (3). MOTION CARRIED

POLICE DEPARTMENT SECURITY DOOR SYSTEM FUNDING: MOTION by Morrisette, second by Hall, to recommend approval of up to \$26,000 from Undesignated or Reserved Funds for Vendor Change and Upgraded System of existing doors at the Police Department. Ayes (3). MOTION CARRIED

FUTURE AGENDA ITEMS: None

ADJOURNMENT: MOTION by Morrisette, second by Hall, to adjourn at 6:47 p.m. Ayes (3). MOTION CARRIED.

Alison Egger
Finance Director



SUBMITTED TO: Finance Committee
DATE: August 5, 2019
SUBMITTED BY: Kathy Edwards, Accountant

COUNCIL CLAIMS - August 5, 2019				
Fund		A/P Amounts	P/R Amounts	Totals
100	General	131,974.69	146,631.29	278,605.98
235	Room Tax & Comm Subs	2,650.00		2,650.00
290	Police Donation	42.18		42.18
451	2017 & 2018 Cap Projects	40,053.75		40,053.75
452	2019 & 2020 Cap Projects	9,238.59		9,238.59
620	Parking	2,123.99	1,221.68	3,345.67
630	Ambulance	4,057.24	26,131.00	30,188.24
640	Storm Sewer	8,880.03	3,211.66	12,091.69
Totals		\$ 199,020.47	\$ 177,195.63	\$ 376,216.10



SUBMITTED TO: Finance/Common Council

DATE: August 5, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application for Operator(s) Licenses

ISSUE:

Applications for Operator's Licenses are on file at the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance for application of two new Operator Licenses for the period of August 6, 2019 to June 30, 2021 to:

Maxwell Dotseth

Jessica Svien



SUBMITTED TO: Finance/Common Council

DATE: August 5, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application for Amusement Device submitted by Gary D. Anderson, Twin States Music

ISSUE:

The Clerk's office received application for one Amusement Device Owner's License for the period August 5, 2019 to June 30, 2020. The application is on file in the Clerk's office and the Clerk is in receipt of the Wisconsin Seller's Permit.

STAFF RECOMMENDATION:

Approve the Amusement Device Owner's License to Gary D Anderson, Twin States Music and the 40 games listed on the application contingent on payment of any outstanding debt owed to the City and completion of the background check.

The games list and locations are as follows:

1. Rubber Ducky	Azul Tequila	24. Pool	Pier 500
2. Darts	Hudson House	25. Rubber Ducky	Pier 500
3. Touch Tunes	Hudson House	26. Chex Hockey	Pier 500
4. Pool table	Hudson House	27. Big Buck Hunter	Pier 500
5. Galaxy Dart	Agave	28. Golden Tee	Pier 500
6. Touch Tunes	Agave	29. Touch Tunes x2	Dicks Bar & Grill
7. Big Buck Pro	Agave	30. Darts	Dicks Bar & Grill
8. Target Toss	Agave	31. Golden Tee	Dicks Bar & Grill
9. Kiss Pin Ball	Ziggy's	32. Terminator	Dicks Bar & Grill
10. Beatles Pin Ball	Ziggy's	33. Big Buck	EJs Pizza
11. Metallica Pin Ball	Ziggy's	34. Crane	EJs Pizza
12. Chex Hockey	Ziggy's	35. Video Games x2	EJs Pizza
13. Three Dart Boards	Ziggy's	36. Silver Strike	EJs Pizza
14. Golden Tee	Ziggy's		
15. Touch Tunes x2	Ziggy's		
16. Big Buck Hunter	Ziggy's		
17. Aerosmith Pin Ball	Ziggy's		
18. Ms. Pac Man	Ziggy's		
19. Candy Crane	Hudson Bowl		
20. Dart Boards x 2	Hudson Bowl		
21. Touch Tunes	Hudson Bowl		
22. Golden Tee	Hudson Bowl		



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 Ex: (715)386-3385
www.ci.hudson.wi.us

ISSUE SHEET

TO: Common Council

FROM: Michael Mroz; Director of Public Works & Parks

DATE: July 29, 2019

SUBJECT: Discussion and possible action on the installation of steps to access Prospect Park off 3rd St.

BACKGROUND:

The connection of the downtown district to Prospect Park has been a priority of administration and staff to highlight the urban natural areas, increase visibility of the Park, and promote an active lifestyle and spotlight the Prospect Park Overlook. Up to 2016, there was a steel staircase that served this vital connection, however following an inspection by David Gray, City Building Inspector, it was recommended that the stairs be removed due to concerns with missing treads, non-uniform riser heights, loose handrails, and erosion.

Thus in fall of 2016, city staff, not wanting to lose access to the park from 3rd St., contacted City engineers, SEH, who provided an estimate for the work that included engineering, material testing, and construction in the amount of \$105,500. At the time there was only \$35,000 set aside for replacement, therefore the project did not get approved.

Since then, the steel staircase has been removed and staff has identified an alternate route to reduce installation costs (see attached map). The public would access the steps using the west sidewalk, crossing at 209 3rd St, which will be painted and signed accordingly. A short sidewalk stub and pedestrian ramps to the staircase will be done in house to save money.

STAFF RECOMMENDATION:

Staff recommends approving the contract with Willow River Company in the amount of \$14,953.54 to construct the 3rd St staircase located near the utility lift station.

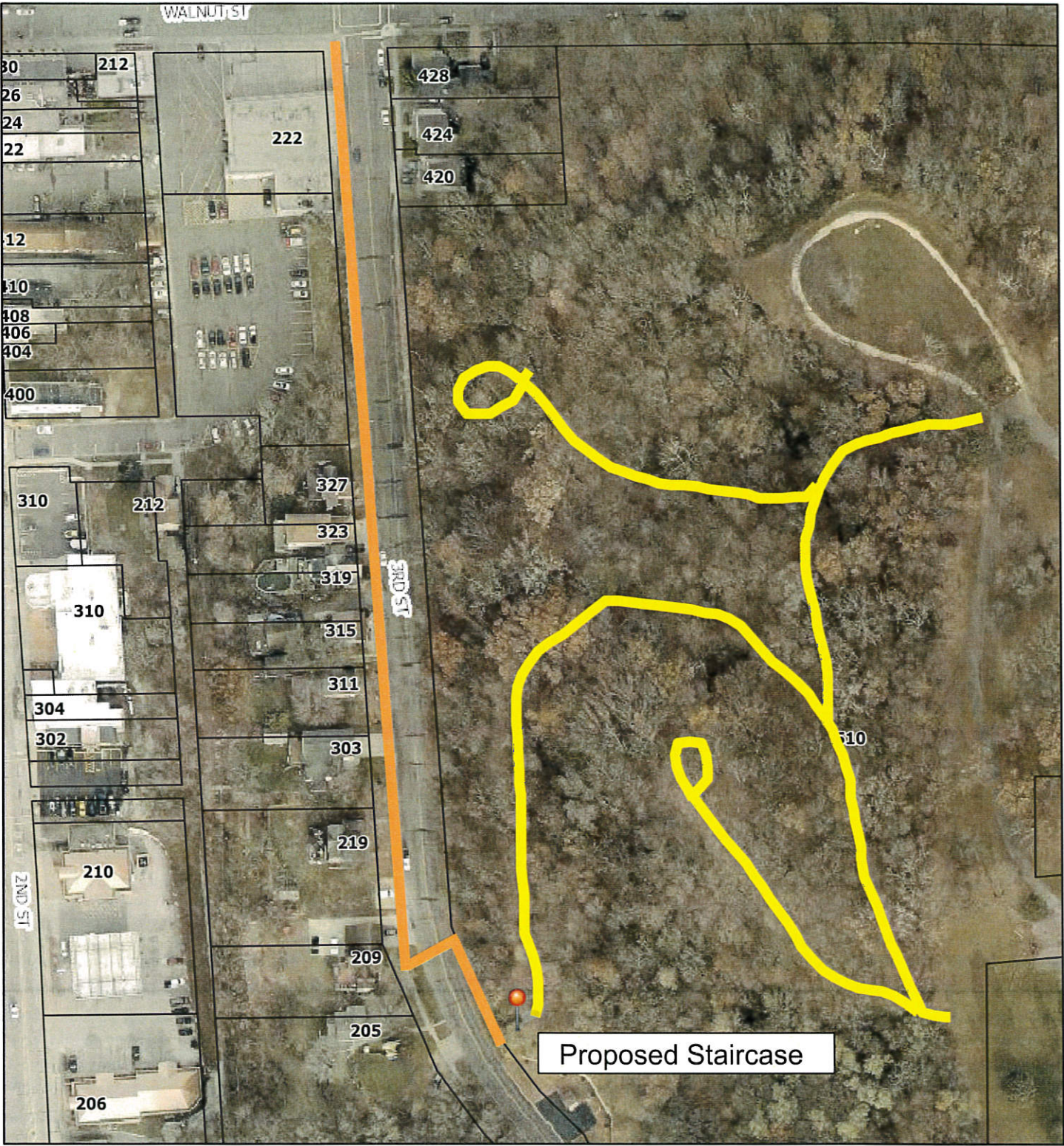
FUNDING SOURCE:

To fund the project, staff recommends utilizing sidewalk capital project funds. Remaining balance in this line item is \$35,490.00 of which, \$14,953.54 is requested to reallocate to the 3rd Street Stairs project.

PUBLIC WORKS COMMITTEE RECOMMENDATION:

Public Works Chair Jim Webber made the motion to approve the contract with Willow River Company; seconded by Paul Deziel. Motion passed unanimously.

SmartConnect Map

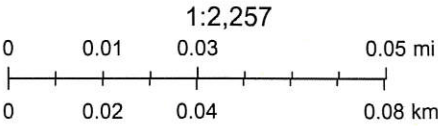


July 30, 2019

St. Croix County - Address Points



St. Croix County - Parcels



SEH, Eagleview and SCC CDD



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council/Finance Committee

FROM: Michael Mroz; Public Works Director

DATE: July 29, 2019

SUBJECT: Approve the reallocation of funds from the 2019 Street Maintenance Capital Improvement fund in the amount of \$15,000 for the purchase of spray patch materials

BACKGROUND:

The 2019 Street Maintenance contract was awarded to Astech Corporation in the amount of \$103,780.00, which leaves a balance of \$126,220 to be used on other road maintenance items.

Staff is requesting to reallocate \$15,000 from the 2019 Street Maintenance Capital Improvement Fund to purchase spray patch oil and rock which will allow the Public Work Department to continue spray patching operations for the remainder of the 2019 season.

The City does budget funds in the operating budget for spray patching operations however an extended season or poor road conditions following the winter dictate how much material the department uses.

Note: Any remaining funds would be carried over to 2020 Street Improvement and Maintenance projects.

FUNDING SOURCE:

2019 Street Maintenance capital funds.

STAFF RECOMMENDATION:

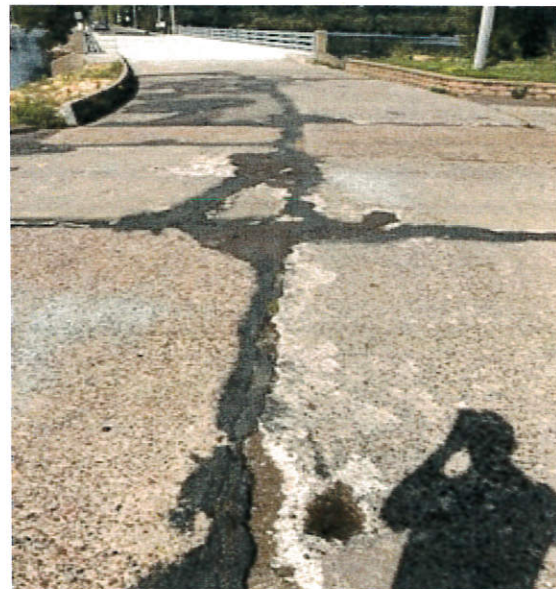
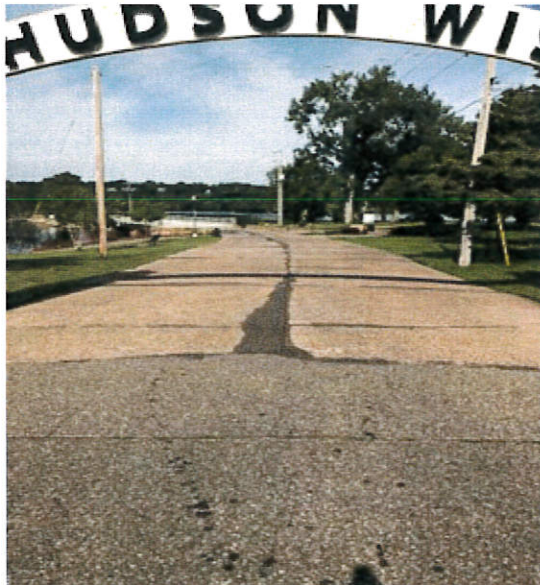
To recommend a reallocation of funds from the 2019 Street Maintenance Capital Improvement Fund in the amount of \$15,000 for the purchase of spray patch materials.

COMMITTEE RECOMMENDATION: Motion by Deziel, second by Webber to recommend the reallocation of funds for the purchase of spray patch materials in the amount of \$15,000. MOTION CARRIED. (Public Works Committee met on Monday, July 22, 2019.)

TO: Common Council
FROM: Michael Mroz; Public Works Director
DATE: July 29, 2019
SUBJECT: Approve the use of funds from 2019 Street Maintenance in the amount of \$11,900 for the LOE with Bolton & Menk for the development of plans and specifications to reconstruct Walnut Street from 1st to the Walnut Street Bridge.

BACKGROUND:

Due to the high concentration of people in this area and this being one of the main attractions of the City, staff recommends pursuing the replacement of the road from the Hudson Arch to the Walnut St. Bridge. This stretch of road has deteriorated to the point of disrepair, has become aesthetically unpleasing to the eye, and gives a bad impression of the City. This is our trademark and we need to put our best foot forward.



STAFF RECOMMENDATION:

Staff recommends approving Phase One of the LOE with Bolton and Menk in the amount of \$11,900 to develop plans and specifications for the street improvements on Walnut Street.

FUNDING SOURCE:

Funding for the LOE with Bolton & Menk will come from the 2019 Street Maintenance Capital Improvement fund.

PUBLIC WORKS COMMITTEE RECOMMENDATION: Motion by Deziel, second by Webber to proceed with the Letter of Engagement with Bolton & Menk in the amount of \$11,900 for the development of plans and specifications for Walnut Street from 1st Street to the Bridge. MOTION CARRIED.

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Walnut Street Rehabilitation Project

Project Number: _____

This Letter of Engagement is entered into this ____ day of _____, 2019, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Walnut Street Rehabilitation Project

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One as Fees Hourly NTE (NTE meaning Not to Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit One is attached hereto and incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this _____ day of _____, 2019.

Bolton & Menk, Inc.

By: _____

Name: _____

Title: _____

City of Hudson, Wisconsin

By: _____
Devin Willi, City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk

EXHIBIT 1

Walnut Street Rehabilitation Project

Based on our site visit and discussion on Wednesday, July 17th, we understand the City would like to improve Walnut Street, from 1st Street to the Hudson dike. Another area of concern is the pedestrian trail directly south of Walnut Street, near the dike. Due to the layout and grading, there is erosion alongside the existing bituminous trail. As an additional part of this project, the City would like to explore eliminating the erosion and potentially adding additional pedestrian opportunities and seating between the waterfront and eroded trail.

This project would be broken into two parts:

1. The Base Project would include replacing the existing concrete walkway/access, from 1st Street to the dike, with an improved concrete surface and pattern.
2. The Add Alternate includes bituminous trail redesign, erosion control, and an updated seating/retaining wall area adjacent to the waterfront.

Services to be performed:

Plan Phase:

- Preliminary Survey
- Design
- Prepare plans and specifications
- Prepare estimate of probable construction costs
- Prepare advertisement for bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

Construction Phase:

- Attend and run the preconstruction meeting
- Construction staking
- Construction observation to be performed by Owner

Testing:

- Materials testing (pass through cost)

Schedule of Performance:

Proposed Project Schedule	
Council authorizes preparation of plans/specs	August 5, 2019
Council approves plans/specs, set bid date	August 19, 2019
Open bids	September 12, 2019
Award contract	September 16, 2019
Begin construction	September 2019
Complete construction	October 2019

Compensation:**Base Project:**

- | | |
|---|-----------------|
| 1. Plan Phase: hourly, not to exceed | \$9,900 |
| 2. Construction Phase: hourly estimated | \$1,500 |
| 3. Testing: Pass through costs from Geotech subconsultant | <u>\$500</u> |
| Total Estimated Engineering Cost: | \$11,900 |

Add Alternate:

- | | |
|---|-----------------|
| 1. Plan Phase: hourly, not to exceed | \$17,700 |
| 2. Construction Phase: hourly estimated | \$900 |
| 3. Testing: Pass through costs from Geotech subconsultant | <u>\$500</u> |
| Total Estimated Engineering Cost: | \$19,100 |



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Finance/Common Council

FROM: Michael Mroz; Public Works Director

DATE: July 29, 2019

SUBJECT: Approve the purchase of a used pickup truck up to \$15,000 with funding from the 2019 Public Works Equipment Capital Improvement Fund

BACKGROUND:

Through the 2019 Capital Equipment Fund, Public Works was approved to purchase a Tandem Axle Plow Truck in the amount of \$193,871.00. The fund had earmarked \$240,000 to purchase the unit and with very competitive pricing, the City has a remaining balance \$46,129.00 in that line item. Staff is requesting to reallocate up to \$15,000 out of the remaining \$46,129.00 to purchase a used pick-up truck to be utilized by both seasonal and full-time staff.

City staff and Council has made replacing our older units a priority, but we have not added to the pick-up fleet. This is a problem especially as the City continues to grow and we hire more seasonal staff to maintain the parks, right of ways, and green spaces, because right now, seasonal weed whipping and rounds staff are having to fit 3 into one pick-up. There are efficiencies to be gained by spreading out to cover more ground.

Furthermore, the Director of Public Works has been using his personal vehicle for the entire spring and summer to run to construction sites and handle citizen inquiries.

FUNDING SOURCE:

Reallocate remaining Capital Improvement funds from the 2019 Tandem Axle Plow Truck.

STAFF RECOMMENDATION:

Staff recommends the purchase of a used Pickup truck for use by seasonal and full-time staff.

APPROVAL REQUESTED:

Approve the purchase of a used pickup truck up to \$15,000 with funding from the 2019 Public Works Equipment Capital Improvement Fund.



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Community Development Department

DATE: August 5, 2019

SUBJECT: Discussion and possible action on a Letter of Engagement with SEH for a Traffic Study of the Heggen Street Bridge

BACKGROUND:

The Community Development Department is considering replacing the Heggen Street/11th Street Bridge over I-94 due to traffic congestion concerns. Replacing the bridge will require a determination of needed lanes, widths, pedestrian facilities, and amenities. As such, Community Development is seeking assistance from SEH to perform the study.

The proposed amount of funding for this LOE is \$11,750 and the proposed scope of work includes the following:

- Developing and evaluating various options.
- Drafting a report that includes sketches of any suggested changes to the bridge or intersections.
- Meetings with city staff and attendance/presentation at a Public Works Committee meeting.

FUNDING SOURCE:

Undesignated Capital Projects Fund

ACTION REQUESTED:

Approve the LOE for a Traffic Study of the Heggen Street Bridge.

ATTACHMENTS:

Letter of Engagement Agreement
Scope of Work

Prepared by: Tiffany Weiss, Associate City Planner
Through: Mike Johnson, AICP, Community Development Director

CITY OF HUDSON LETTER OF ENGAGEMENT

Project Name: Heggen Street Bridge Traffic Study

Project Number: _____

This Letter of Engagement is entered into this 30th day of July, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the “City”) and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the “Consultant”).

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct a traffic study of Heggen/11th Street between Crestview Drive and Coulee Road as described in the letter dated July 30, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the “Project”); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

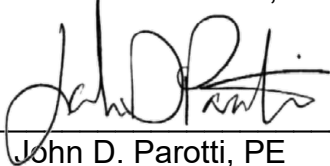
The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 30th day of July, 2019.

Short Elliott Hendrickson, Inc.

By: _____



John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____

City Administrator

By: _____

Rich O'Connor, Mayor

Attest: _____

Jennifer Rogers, City Clerk



Building a Better World
for All of Us®

Exhibit One

July 30, 2019

RE: City of Hudson, Wisconsin
Heggen Street Bridge Traffic Study
SEH No. HUDSO 151277 14.00

Mr. Mike Johnson
Community Development Director
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Johnson:

Thank you for this opportunity to provide a proposal for the traffic study to include the Heggen/11th Street bridge and the intersections with Coulee Road and Crestview Drive. This letter outlines our understanding of the project as well as the scope schedule and fee estimate as follows:

PROJECT UNDERSTANDING

The City of Hudson is considering replacement of the Heggen Street/11th Street bridge over Interstate Highway 94. SEH provided a brief review of the bridge condition and the operation of the intersections of 11th Street and Coulee Road, and Heggen Street and Crest View Drive in March 2019. The review included general comments and options for intersection evaluation, bridge expansion and bridge replacement.

Replacing the bridge will require determination of needed lanes, width, pedestrian facilities, and amenities. These will need to be based on the intersection operation, capacity, and design of the intersections at both Coulee Road and Crest View Drive. The bridge will need to provide intersection approach lanes with vehicle storage consistent with the anticipated operation of the intersections.

The first step in the evaluation is to develop concept designs for the intersections based on anticipated future traffic volumes and operational analysis. That will determine the general dimensions and lanes on the bridge and lead to a better cost estimate for capital improvements planning.

SCOPE OF SERVICES

Short Elliott Hendrickson proposes to provide the following Scope of Services:

1. Turning movement traffic counts were made by SEH in May 2018 and will serve as the base.
2. Future traffic volumes will be based on collected data from other studies, the Master Plan, and capacity constraints in the surrounding street system.
3. A traffic capacity and simulation program (Synchro/SimTraffic) will be used to evaluate the intersections of 11th Street and Coulee Road and Heggen Street and Crest View Drive.
4. The feasibility of traffic signal control, all way stop control, or roundabout will be discussed and evaluated as needed.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

5. The desired number and designation of lanes for both intersections will be determined, and a concept layout of intersections provided. This may then be used for development of bridge design concepts.
6. The traffic simulation program will also be used to evaluate the existing intersections to determine the most efficient signal phasing and timing that can be installed. Low cost adjustments to lane arrangements, widening, signal operation, or intersection dimensions that will improve operation will be identified as interim improvements.
7. A report will be provided to the City and will include sketches of any suggested changes to the bridge or intersections.
8. A meeting with city staff (meeting 1) and attendance and a presentation at a Public Works Committee meeting (meeting 2) are included.

SCHEDULE

SEH will endeavor to complete the above scope on the following schedule. If there are delays outside the control of SEH, you agree to allow reasonable time extensions to complete the work. It is assumed that authorization is given no later than August 5, 2019.

Development and evaluation of options: September/October 2019

Report: October/November 2019

Meetings: November/December 2019

This schedule assumes authorization to proceed is received by August 19, 2019.

COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service is \$11,750.

EXCLUSIONS AND ADDITIONAL SERVICES

The above scope provides the services requested by the City for the study phase of the project. Following the completion of this phase, the City will be provided with engineering services proposals for subsequent phases of the project. Below is a list of services that are not part of this scope but could be added by contract amendment at a later date:

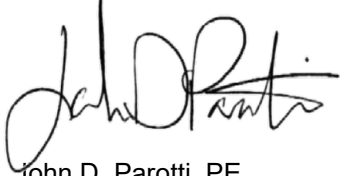
- Assistance with installing new traffic signal timing and phasing
- Topographic or property survey
- Cost estimates of concepts
- Right of Way needs or costs (Roundabout, additional lanes, etc.)
- Additional meetings (other than those listed above)
- Traffic signal revision plans
- Preliminary bridge plans
- Grant Application(s)
- Grant Administration
- Final design plans, specifications and bidding documents

Every effort was made to tailor the above scope to the needs expressed by staff and to information obtained from meeting attendance. If you find that the scope requires modification, please don't hesitate to contact me at (715) 861-4871 or jparotti@sehinc.com to discuss changes.

Mr. Mike Johnson
July 30, 2019
Page 3

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "John D. Parotti". The signature is fluid and cursive, with the first name "John" being the most prominent.

John D. Parotti, PE
Associate/Sr. Project Manager

\\sehn\projects\fljh\hudson\common\% loes\2019_07 heggenst bridge traffic and signal study\letter agreement heggenst bridge 2019_07_30.docx



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Community Development Department

DATE: August 5, 2019

SUBJECT: Discussion and possible action on a Letter of Engagement with SEH for a Traffic Safety Study of Vine Street

BACKGROUND:

The Community Development Department has received feedback from the community and Common Council regarding traffic safety concerns along Vine Street from Carmichael Road to Wisconsin Street.

The proposed amount of funding for this LOE is \$18,300 and the proposed scope of work includes the following:

- Two seasonal turning movement counts for both vehicle and pedestrian traffic at the intersection of Vine Street and Diamond Drive.
- Evaluating intersection traffic controls and researching various options for traffic and pedestrian safety.
- Drafting a report that includes sketches of any suggested changes to Vine Street or intersections.
- Meetings with city staff and attendance/presentation at a Public Works Committee meeting.

FUNDING SOURCE:

Undesignated Capital Projects Fund

ACTION REQUESTED:

Approve the LOE for a Traffic Safety Study of Vine Street.

ATTACHMENTS:

Letter of Engagement Agreement
Scope of Work

Prepared by: Tiffany Weiss, Associate City Planner
Through: Mike Johnson, AICP, Community Development Director

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Vine Street Traffic Safety Study

Project Number: _____

This Letter of Engagement is entered into this 5th day of August, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct traffic safety study of Vine Street from Wisconsin Street to Carmichael Road as described in the letter dated July 19, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.


Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 5th day of August, 2019.

Short Elliott Hendrickson, Inc.

By: 
John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____
City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk



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July 19, 2019

RE: City of Hudson
Vine Street Traffic Safety Study
SEH No. HUDSO 145432 14.00

Michael Mroz
Director of Public Works and Parks
City of Hudson
505 Third Street
Hudson, WI 54016

Dear Mike:

As requested, this letter provides a scope and fee estimate for traffic engineering services for the evaluation of pedestrian facilities, traffic control and traffic calming on Vine Street from Wisconsin Street to Carmichael Road. The following briefly reviews some of the known traffic history of this segment of Vine Street and also proposes a scope of engineering services prepared based on conversations had with City staff.

BACKGROUND AND UNDERSTANDING

The City of Hudson is concerned with pedestrian and bicycle safety on Vine Street from Carmichael Road to Wisconsin Street, including both intersections. The concern has been increased with the potential development of properties along Carmichael Road. The City has recently addressed similar concerns on Vine Street from Wisconsin Street west with two construction projects, the second including turn lanes, medians, pedestrian crossings and a future traffic signal at Wisconsin Street.

Specific concerns expressed relate to pedestrians crossing Vine Street at Diamond Drive, high school traffic, vehicle speeds, and trail connections. Initial considerations were primarily related to signing, marking, traffic controls, and traffic calming. Additional consideration of pedestrian bridges and tunnels, more intense crosswalk warnings, and traffic controls are now also included.

Several past studies will serve as references, including two general studies of the Vine Street corridor. The recently completed Carmichael Road Corridor Study, the Wisconsin Street intersection study, High School expansion reviews, and Vine Street plan reviews, all done by SEH, will provide base information.

SCOPE

Turning movement traffic count data collected in December 2018 at the Wisconsin Street intersection and traffic count data assembled for Vine Street as part of the Carmichael Road Corridor Study are part of the data base SEH already has.

Two turning movement counts, including both vehicles and pedestrians, will be made at the Diamond Drive intersection. A "summer" count will provide pedestrian, bicycle and vehicle data related to the summer programs at the YMCA. A second count, made while schools are in session and after the 2019 Vine Street construction project is completed, will provide data related to the traffic impacts from the High School.

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Future traffic increases will be estimated based on information from other projects and studies as well as anticipated development in the area.

Intersection traffic controls such as all way stop, traffic signal, and warning flashers will be evaluated. Traffic calming, pedestrian crossing facilities, street and lane widths, and speed controls will be considered, including continuity of traffic flow and consistency of traffic control devices in the Vine Street Corridor. Pedestrian bridges and tunnels will be evaluated in terms of use, safety, general costs, and physical impacts.

A report will be provided to the City and will include sketches of any suggested changes to Vine Street or intersections. Ramps to tunnels or bridges will be sketched on an aerial photo.

A meeting with city staff (meeting 1) and attendance and a presentation at a Public Works Committee meeting (meeting 2) are included.

Exclusions and Additional Services

Every effort has been made to provide a scope of services that responds to the needs of this study as expressed by staff. The following services are considered outside the scope of this study but can be added at your request or at a later date by written amendment.

- Topographic or property surveys
- Detailed elevation information
- Roundabout consideration
- Additional meetings
- Preliminary bridge, tunnel, or traffic control plans
- Final design plans, specifications, or bidding documents

SCHEDULE

SEH will endeavor to complete the above scope on the following schedule. If there are delays outside the control of SEH, you agree to allow reasonable time extensions to complete the work. It is assumed that authorization is given no later than August 5, 2019.

Traffic counts: August and October, 2019

Development and evaluation of options: September/October 2019

Report: October 2019

Meetings: October/November 2019

FEE ESTIMATE

Fees for service will be billed on an hourly estimated basis. The estimated fee for service is \$18,300.

The above has been prepared based on input received from City staff. If you find that revisions are required, please don't hesitate to contact me at (715) 861-4871.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John D. Paroli, PE (Lic. MN, WI)
Associate/Client Service Manager



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Community Development Department

DATE: August 5, 2019

SUBJECT: Discussion and possible action on a Letter of Engagement with SEH for the Carmichael Road Conceptual Design

BACKGROUND:

The Community Development Department and Common Council have identified the need to develop conceptual design options for Carmichael Road due to existing congestion and proposed development activity in the southwest quadrant of Vine Street and Carmichael Road. Staff is seeking to utilize consulting engineering firm SEH to draft a conceptual design of Carmichael Road from Coulee Road to the St. Croix County Government Center.

The proposed amount of funding for this LOE is \$40,000 and the proposed scope of work includes the following four (4) phases:

- Researching and determining infrastructure needs via a right-of-way assessment.
- Creating Carmichael Road concept designs.
- Researching and determining interim construction needs of the new proposed development in the southwest quadrant of Vine Street and Carmichael Road.
- Creating conceptual designs of the intersection at Vine and Carmichael

FUNDING SOURCE:

Undesignated Capital Projects Fund

ACTION REQUESTED:

Approve the LOE for Carmichael Road's Conceptual Design.

ATTACHMENTS:

Letter of Engagement Agreement
Scope of Work

Prepared by: Tiffany Weiss, Associate City Planner
Through: Mike Johnson, AICP, Community Development Director

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: Carmichael Road Conceptual Design

Project Number: _____

This Letter of Engagement is entered into this 15th day of July, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct conceptual design of Carmichael Road from Coulee Road to the St. Croix County Government Center as described in the letter dated July 10, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.


Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 15th day of July, 2019.

Short Elliott Hendrickson, Inc.

By: 
John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____
City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk



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Exhibit No. 1

July 10, 2019

RE: City of Hudson, Wisconsin
Carmichael Road Conceptual Design
SEH No. HUDSO 151277 14.00

Mr. Mike Johnson
Community Development Director
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Johnson:

Thank you for this opportunity to provide a proposal for the Conceptual Design of Carmichael Road, from Coulee Road to the St. Croix County Government Center. This letter outlines our understanding of the project as well as the scope schedule and fee estimate as follows:

PROJECT UNDERSTANDING

Due to development pressures in the southwest quadrant of Vine Street and Carmichael Road, the City has identified a need to develop conceptual design options for Carmichael Road, from Coulee Road to the St. Croix County Government Center. The Carmichael Corridor Study completed in 2018 concluded that a 4-lane design would be needed to accommodate expected traffic growth. Based upon multiple meetings between City and SEH staff, it is our understanding that the project will consist of the following scope of services.

The Carmichael Road Corridor Study completed in 2018 and now part of the Comprehensive Plan concluded that a 4-lane roadway would be needed to accommodate expected traffic increase from development consistent with the current Hudson Master Plan. Development pressures in the southwest quadrant of Vine Street and Carmichael Road will require some improvements to Carmichael Road, including the Vine Street intersection. It is desirable that the improvements be consistent with the ultimate design for Carmichael Road. There is a need to develop conceptual design options for Carmichael Road from Coulee Road to north of the St Croix County Government Center.

Based on multiple meetings between City and SEH staffs, it is our understanding that the conceptual design project will consist of the following scope of services,

SCOPE OF SERVICES

Short Elliott Hendrickson proposes to provide the following Scope of Services:

1. Phase 1:
 - a. Proposed right-of-way needs:
 - i. Estimate the area of right-of-way needed from the proposed Hearth/Atwood development in the SW corner of Carmichael Road and Vine Street to accommodate the final Carmichael Road project.

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2. Phase 2:
 - b. Carmichael Road build-out:
 - i. Provide a complete concept layout for the future 4-lane Carmichael Road, from Coulee Road to north of the St. Croix County Government Center.
 - ii. Include all necessary right and left turn lanes, including appropriate turn bay lengths and locations.
 - iii. Provide proposed new right-of-way widths and easement areas needed for the proposed layout.
 - iv. Provide a preliminary construction cost estimate for a possible WisDOT STP-Urban grant application or other agency funding resource applications.
 - v. Attend one (1) meeting with the City of Hudson staff to review all items listed above for Phases 1 & 2.
3. Phase 3:
 - c. Interim needs for Hearth/Atwood development:
 - i. Provide concept layouts for the proposed Hearth/Atwood development including temporary turn lanes and radii at Carmichael Road and associated side road intersections.
 - ii. Provide preliminary construction cost estimates for the needed improvements.
4. Phase 4:
 - d. Carmichael Road and Vine Street Intersection:
 - i. Provide a concept layout for a proposed roundabout intersection.
 - ii. Provide a concept layout for a traffic signal controlled intersection.
 - iii. Provide data to assist in the final concept selection (roundabout or traffic signal)
 - iv. Provide proposed right-of-way and easement needs for the intersection for the selected option.
 - v. Provide a preliminary construction cost estimate for the intersection improvements for the selected option.
 - vi. Attend two (2) meetings with the City of Hudson staff to review all items listed above for Phases 3 & 4

SCHEDULE

Short Elliott Hendrickson will endeavor to complete the tasks listed in the Scope of Services as follows:

- Phase 1- Hearth/Atwood right of way needs on or before September 1, 2019
- Phase 2- Carmichael Road concept design on or before December 1, 2019
- Phase 3- Interim Hearth/Atwood construction needs on or before February 1, 2020
- Phase 4- Carmichael Road/Vine Street intersection design on or before February 1, 2020

This schedule assumes authorization to proceed is received by August 1, 2019.

COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service is as follows:

- Phase 1- \$5,000
- Phase 2- \$12,000
- Phase 3- \$9,000
- Phase 4- \$14,000
- TOTAL- \$40,000

EXCLUSIONS AND ADDITIONAL SERVICES

The above scope provides the services requested by the City for the conceptual design phases of the project. Following the completion of this phase, the City will be provided with engineering services proposals for the next phases of the project. Below is a list of services that are not part of this scope but could be added by contract amendment at a later date:

- Topographic or property survey
- Land Acquisition Negotiations
- Grant Application(s)
- Grant Administration
- Final design plans, specifications and bidding documents

It was our intent to reflect the scope discussed with City staff for the phases of this project. If you find that the scope requires modification, please don't hesitate to contact me at (715) 861-4871 or jparotti@sehinc.com to discuss changes.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE
Associate/Sr. Project Manager



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Community Development Department

DATE: August 5, 2019

SUBJECT: Discussion and possible action on a Letter of Engagement to update the City of Hudson's Assessment Maps

BACKGROUND:

The Community Development Department has met with St. Croix County and A/Ca consulting firm to update the City's assessment maps. Currently, the City's assessment maps are outdated by a year. Similarly, St. Croix County's GIS data for maps contains some errors that were corrected in the City's assessment maps (previously completed by A/Ca) but are not in the county's system. All three entities are planning on completing an update of all systems simultaneously so that all mapping data is matching and accurate.

The proposed amount of funding for this LOE is \$1,000 for the completion of a base map and \$3,500/sheet to update the property assessment maps. The services provided by A/Ca will also cost an additional \$90/hour for time and efforts put into this project. The proposed scope of work includes the following:

- Copying data from existing maps and re-drafting it into a new base map.
- Revising information as required from land transactions that have occurred over the previous year.
- Reformatting existing 36"x36" sheets to two 22"x34" sheets at a scale of 1" = 100'.
- Digital data to be provided to St. Croix County and the City of Hudson with paper maps to be provided to the City as well.

FUNDING SOURCE:

Assessment Mapping 2019 Budget

ACTION REQUESTED:

Approve the Assessment Mapping LOE presented by A/Ca.

ATTACHMENTS:

A/Ca Assessment Maps Quote and Scope of Work

Prepared by: Tiffany Weiss, Associate City Planner
Through: Mike Johnson, AICP, Community Development Director



Corporate Office:
406 Technology Drive E., Suite A
Menomonie, WI 54751
715-232-8490, fax 715-232-8492

Hudson Office:
2920 Enloe Street, Suite 101
Hudson, WI 54016
715-381-5277, fax 715-381-5338

July 30, 2019

City of Hudson
Mr. Mike Johnson
505 Third St.
Hudson, WI 54016

RE: City Assessment Maps

Dear Mr. Johnson;

AC/a would like to offer the following scope of services and fees to update the City Assessment Maps:

Base Map

- Build a base map of the city using existing PLSS data and 2017 aerial photography provided by St. Croix County.
- Insert line work derived from surveys that we have performed in the city.
- Prepare a template sheet for the assessment maps

The cost for this is \$1,000. This is a onetime charge.

Assessment Maps

- Copy data from existing maps and re-draft into new base map. This includes lines, dimensions, parcel numbers, lots, blocks, plat names and street names.
- Revise information as required from transactions that have occurred the previous year.
- Existing 36" x 36" sheets will be reformatted to two 22" x 34" sheets at a scale of 1" = 100'.
- Digital data will be provided to St. Croix County (DWG format).
- Paper and digital data provided to the city (PDF and DWG format).

The cost for these services is \$3500 per existing sheet.

This cost is based on our expectation of time that will be involved to redraft all of the old data into the new base map. Since this is a new enterprise for us, we believe that it would be fair to re-evaluate this cost after the first sheet. We may find that a budget of \$3500 will complete more than one existing sheet.

With respect to the revisions to the existing assessment maps:
I've reviewed the annual invoice amounts back to 2011. As I suspected they varied widely. This is due to the fact that the amount of revisions required varied from year to year. We've always invoiced on a time and material basis and would propose to continue that. Our current hourly rate is \$90 per hour.

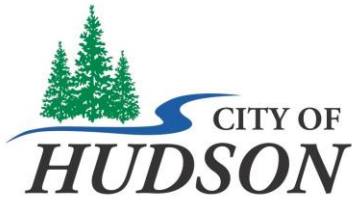
Thank you for this opportunity to provide this proposal. Please contact me if you have any questions.

Sincerely;

Auth Consulting & Associates

A handwritten signature in dark ink, reading "Douglas J. Zahler". The signature is fluid and cursive, with the first name "Douglas" and last name "Zahler" clearly legible.

Doug Zahler
Project Manager



SUBMITTED TO: Finance Committee/ Common Council

DATE: August 5, 2019

SUBMITTED BY: Jennifer Rogers

REGARDING: National League of Cities Membership Renewal

BACKGROUND: In 2018, the Common Council approved a one-year membership with the National League of Cities. Current membership expired July 31, 2019. Documentation for renewal has been received for an additional year at the rate of \$1,533.67.

Council will need to decide whether they wish to renew this membership and authorize payment of invoice.



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Common Council

FROM: Comprehensive Plan RFP Review and Steering Committee

DATE: August 5, 2019

SUBJECT: Discussion and possible action on a chosen firm to serve as the City's consulting firm for the Comprehensive Plan 2030 Update.

BACKGROUND:

The Comprehensive Plan RFP Review Committee received 6 RFPs in total and reviewed them over the last two months. The committee chose two consultants to bring in for interviews. These interviews were held by the committee on June 28, 2019. Additional follow-up questions were sent to both consultants to provide the committee with additional information on their public engagement strategies (these questions were the same in order to provide a consistent and fair review of the applications). The Review Committee then met one final time on July 29, 2019 to discuss the responses that were received from the consultants. A decision was reached at the end of the meeting to recommend SEH for the comprehensive plan update project.

COMPREHENSIVE PLAN RFP REVIEW AND STEERING COMMITTEE RECOMMENDATION:

Recommends approval.

ACTION REQUESTED:

Approve the agreement with SEH for the City of Hudson's 2030 Comprehensive Plan Update.

ATTACHMENTS:

Contract Agreement - SEH

Prepared by: Tiffany Weiss, Associate City Planner
Through: Mike Johnson, AICP, Community Development Director

CITY OF HUDSON LETTER OF ENGAGEMENT

Project Name: 2019-2029 Comprehensive Plan Update

Project Number: _____

This Letter of Engagement is entered into this 30th day of July, 2019, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Conduct an update to the City's Comprehensive Plan as described in the letter dated July 30, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.


Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 30th day of July, 2019.

Short Elliott Hendrickson, Inc.

By: 

John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____
City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk



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Exhibit One

July 30, 2019

RE: City of Hudson, Wisconsin
2019-2029 Comprehensive Plan Update
SEH No. HUDSO 150005 14.00

Mr. Michael Johnson
Community Development Director
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Johnson:

This letter outlines our understanding of the scope schedule and fee estimate for consulting services relating to the update of the City of Hudson's (City) Comprehensive Plan as follows:

PROJECT UNDERSTANDING

The City's Comprehensive Plan was last updated in 2009. Per Wisconsin State Statute 66.1001, each municipality must update their Comprehensive Plan every 10 years. Per this Statute, the City will be completing a Comprehensive Plan update in 2019. The purpose of the Comprehensive Plan is to identify issues, opportunities, and needs and to organize public policy to address them in a manner that makes the best and most appropriate use of City resources. It will also describe a desired future for the community over the next 20 years and establish goals to move toward that future. The Comprehensive Plan will be used by both elected officials and City staff to assist and provide a rational basis for local land use decisions within the community.

The SEH / Place Dynamics consultant team will update the City's Comprehensive Plan with the objective of providing the Common Council, Plan Commission, City staff, City residents, businesses, and the development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 20 years, to the year 2040. The updated plan will help maintain collaborative and respectful relationships within the community and with surrounding neighbors, and establish or confirm existing policies and priorities for coordinated development and/or redevelopment and necessary infrastructure expansion.

SCOPE OF SERVICES

As outlined in our April 22, 2019 proposal for Comprehensive Planning Services, the scope of services for the project include the following items:

Task 1 – Project Orientation

- Initial project kick-off meeting with City staff
- Review and analysis of local conditions, existing Comprehensive Plan text and maps, plan amendments, zoning text and maps and documents as well as the various previous studies
- Set up project website

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

Task 2 – Market Analyses

- Site reconnaissance
- Housing market analysis
- Commercial (retail/dining/personal service) market analysis
- Office and industrial development analysis

Task 3 – Public Involvement and Project Meetings

- Comprehensive Plan Steering Committee (CPSC) Kick-Off Meeting
- Public Participation Plan
- Community Survey
- Individual Stakeholder Meetings
- Public Involvement (PI) Workshops (2)
- Public Involvement Meeting / Open House (1)
- CPSC Meetings / Work Sessions (12)

Task 4 – Public Hearings and Final Plan Revisions

- Draft adoption ordinance
- Schedule, provide notice for and present materials at Plan Commission Public Hearing
- Schedule and present materials at Common Council for consideration of plan adoption

Task 5 – Update Comprehensive Plan Elements and Chapters

- Develop draft Comprehensive Plan with one chapter for each element required by Wisconsin Statute 66.1001.
- Twenty printed copies of the final, adopted Comprehensive Plan document will be provided to the City for distribution, as well as one electronic copy of the document on CD or thumb drive.

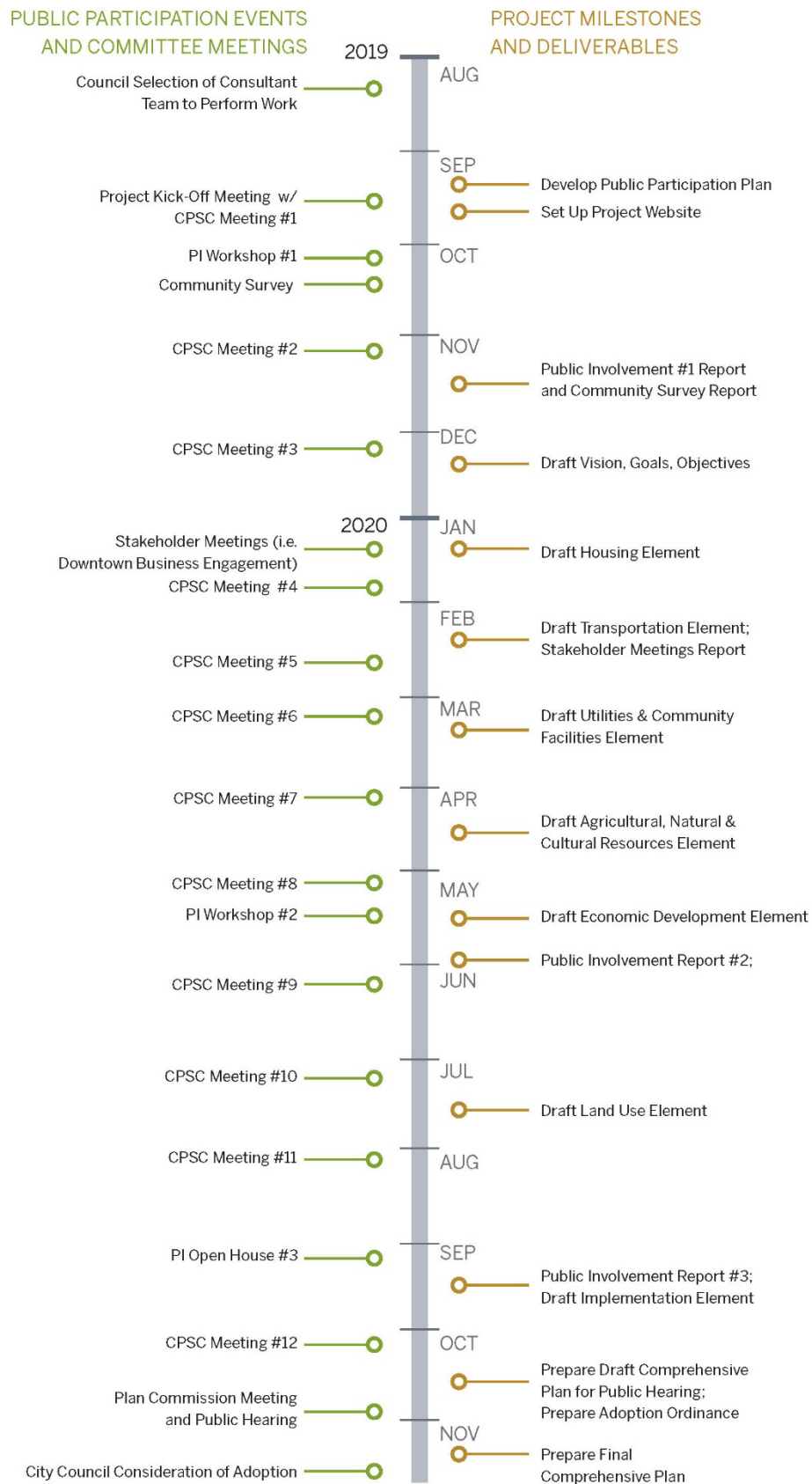
CLIENT RESPONSIBILITIES

As outlined in our April 22, 2019 proposal for Comprehensive Planning Services, we ask for the City's assistance on this project with the following items:

- Publication of public hearing and meeting notices.
- Coordination of public meeting locations, room arrangements and other logistics for public meetings.
- Community mailings and advertising of the planning process.
- Comprehensive Plan Distribution. In accordance with Wisconsin Statute 66.1001, the final adopted Comprehensive Plan shall be distributed to: every governmental body that is located in whole or in part within the boundaries of the local governmental unit; the clerk of every local governmental unit that is adjacent to the local governmental unit; the Wisconsin Department of Administration; the Regional Planning Commission and the public library.

SCHEDULE

SEH will finalize a project timeline with the City during the initial project kick-off meeting. We estimate services will take approximately 15 months. A tentative schedule for the City's review and consideration follows:



Mr. Michael Johnson
July 30, 2019
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COMPENSATION

Compensation for completion of the above scope will be on an Hourly – Not to Exceed basis in accordance with the Engineering Master Consulting Agreement with the City of Hudson, dated September 1, 2014. The estimated fee for these services is \$96,650

The above scope reflects our understanding of your request for services and is also consistent with the assumptions made when providing a proposal for the 2019-2029 Comprehensive Plan Update on April 22, 2019. Any changes to the scope and/or fee will be agreed to in writing between the City and SEH.

If you have any questions regarding the scope or schedule, please don't hesitate to contact me at 608.977.0002 or bgrace@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brea Grace, AICP
Senior Community Development Specialist

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